

The New Mexico House of Representatives



JOB DESCRIPTIONS of Available Positions

*Compiled by the
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Job Titles

- ✧ Member/Complex Secretary
- ✧ Support Secretary
- ✧ Computer Pool Secretary
- ✧ Committee Secretary
- ✧ Leadership Secretary
- ✧ Analyst Secretary
- ✧ Enrolling & Engrossing Clerk
- ✧ Reading Clerk
- ✧ Computer Technician
- ✧ Assistant Sergeant-at-Arms
- ✧ Assistant Supply Clerk
- ✧ Assistant Duplication Clerk
- ✧ Security Officer
- ✧ Custodian
- ✧ Committee Room Attendant
- ✧ Page Assistant
- ✧ Information Desk
- ✧ Tour Guide
- ✧ Payroll Officer
- ✧ Food Service
- ✧ Research Analyst

Title: **Member/Complex Secretary**

Duties:

- ⇒ Provides secretarial support for two members who are officed together, which includes: telephone coverage; typing correspondence; organizing and maintaining a filing system; picking up mail, fiscal impact reports, legislation that has been drafted for the member and other legislative documents on a daily basis; tracking legislation sponsored by the member; maintaining a log of constituent contacts pertaining to special legislation; scheduling meetings for member; and preparation of a daily schedule of legislative and social events.
- ⇒ Greets the public in a polite and professional manner.
- ⇒ Provides constituent services.
- ⇒ Makes the necessary arrangements for the following pages: tours for constituents; requests for legislative certificates; notification of expert witnesses; notification to Speaker's office when member is absent/late for floor sessions; special passes for member's guests at the rostrum; and other related matters.
- ⇒ Performs other duties as required.

Title: **Support Secretary**

Duties:

- ⇒ Provides secretarial support services as assigned by the floor supervisor, which may include: telephone coverage; typing of correspondence; assisting with projects; filing; and other related duties as required.
- ⇒ Performs other duties as required (i.e., coverage for absent secretaries).

Title: **Computer Pool Secretary**

Duties:

- ⇒ Assists secretaries with the typing and merging of large mailouts, the overflow of surveys, newsletters, etc., and correspondence.
- ⇒ At the direction of the enrolling and engrossing clerk, prepares legislative certificates of congratulations and condolence.
- ⇒ Performs other duties as required (i.e., coverage for absent secretaries).

Title: **Analyst Secretary**

Duties:

- ⇒ Providing secretarial support services as assigned, which includes: telephone coverage; typing of bill analyses; and maintaining a filing system.
- ⇒ Delivers analyses to members before session on a daily basis.
- ⇒ Performs other duties as required.

Title: **Committee Secretary**

Duties:

- ⇒ Provides secretarial support services for a committee chairperson, which includes: telephone coverage; typing correspondence; organizing and maintaining a filing system; picking up mail, fiscal impact report, legislation that has been drafted for the chairperson and other legislative documents on a daily basis; tracking legislation sponsored by the chairperson; maintaining a log of constituent contacts pertaining to special legislation; and preparation of a daily schedule of legislative and social events.

- ⇒ Makes the necessary arrangements for the following: pages; tours for constituents; requests for legislative certificates; scheduling of committee rooms for special hearings; notification of expert witnesses; special passes for chairperson's guests at the rostrum; and other related matters as required.
- ⇒ At the direction of the chairperson, prepares and distributes committee hearing schedules.
- ⇒ Oversees the preparation and setup of the committee room and the compilation of materials in the bill binders prior to committee hearings. (Note: it is required that secretaries assigned to morning committees be at work one hour prior to the scheduled committee hearing).
- ⇒ Records attendance of members and votes taken on each action pertaining to every piece of proposed legislation that comes before the committee.
- ⇒ Receives and inventories all legislation assigned to the committee by the Speaker and maintains a filing system for all such legislation.
- ⇒ Prepares and transmits committee reports in accordance with the House format and procedures outlined in the Committee Secretary Handbook.
- ⇒ At the direction of the chairperson, notifies the Speaker's office when committee members will be late for daily floor session.
- ⇒ Performs other duties as required.

Title: **Leadership Secretary**

Duties:

- ⇒ Provides secretarial support services for a member of the majority/minority leadership, which includes: telephone coverage; typing correspondence; organizing and maintaining a filing system; picking up mail, fiscal impact reports, legislation that has been drafted for the member and other legislative documents on a daily basis; tracking legislation sponsored by the member; maintaining a log of constituent contacts pertaining to special legislation; and preparation of a daily schedule of legislative and social events.
- ⇒ Greets the general public in a polite and professional manner.
- ⇒ Provides constituent services.
- ⇒ Schedules meetings for member as requested.
- ⇒ Makes the necessary arrangements for the following: pages; tours for constituents; requests for legislative certificates; special passes for member's guests at the rostrum; and other related matters as required.
- ⇒ Performs other duties as required.

Title: **Enrolling and Engrossing Clerk**

Duties:

- ⇒ Responsible for enrolling and engrossing all House and Senate amendments into House legislation and for the production of certificates of congratulations and condolence.
- ⇒ Maintains a filing system for all House legislation.
- ⇒ Performs other duties as required.

Title: Reading Clerk

Duties:

- ⇒ Attends all floor sessions of the House.
- ⇒ Reads each piece of proposed legislation by number, sponsor and title.
- ⇒ Provides an original copy of all front-desk documents to the Xerox operator for in-house distribution.
- ⇒ When requested, assists with the numbering of bills.
- ⇒ Performs other duties as required.

Title: Computer Support Technician

Duties:

- ⇒ Provides technical support to all House staff and members on an as-needed basis.
- ⇒ Responsible for maintaining all computers and printers which are operated by House staff.
- ⇒ Provides assistance to the electronic voting system operator when needed.
- ⇒ Provides assistance to members on their laptop computers in the chambers during floor sessions when needed.
- ⇒ Assists the computer support supervisor with the breakdown and storage of computer equipment after the session ends.
- ⇒ Performs other duties as required.

Title: **Assistant Sergeant-at-Arms**

Duties:

- ⇒ Controls access to the chambers.
- ⇒ Receives messages at the chamber doors and delivers to the member on the floor.
- ⇒ Distributes documents to members during floor sessions.
- ⇒ Verifies the authorization and seating of expert witnesses on the floor of the House.
- ⇒ Preserves order in the gallery and areas adjacent to the chambers.
- ⇒ Prohibits the distribution of advertising materials in the chambers.
- ⇒ Enforces the rules of the House.
- ⇒ Updates the member's bill binders after the daily floor session.
- ⇒ Performs other duties as required.

Title: **Supply Clerk**

Duties:

- ⇒ Picks up supply requests twice daily for House staff throughout the building and distributes supplies accordingly.
- ⇒ Receives purchase requests and maintains a current supply inventory.
- ⇒ Performs other duties as required.

Title: **Assistant Duplication Clerk**

Duties:

- ⇒ Responsible for the operation of the photocopiers.
- ⇒ Responsible for the duplication and distribution of front-desk documents (committee reports, votes, amendments, etc.).
- ⇒ Copies documents for staff on a priority basis.
- ⇒ Works closely with committee secretaries to locate and copy documents for committee meetings.
- ⇒ Assists the enrolling and engrossing clerks with the duplication of legislation and certificates.
- ⇒ Performs other duties as required.

Title: **Security Officer**

Duties:

- ⇒ Under the supervision of the purchasing agent, provides security for the capitol building, specifically, committee rooms, gallery, halls and parking areas.
- ⇒ Helps maintain order and controls disruptions.
- ⇒ Upon request, escorts staff to their vehicles after dark.
- ⇒ Performs other duties as required.

Title: **Custodian**

Duties:

- ⇒ Cleans and vacuums the chambers, gallery, members' lounge, committee rooms, all offices and restrooms on a daily basis.
- ⇒ Empties all garbage receptacles twice daily.
- ⇒ Performs other duties as required.

Title: **Food Service**

Duties:

- ⇒ Varied duties including, food preparation, stocking and cleanup.
- ⇒ Food service and cashiering experience is helpful.
- ⇒ Job requires long hours and weekend duty.
- ⇒ Performs other duties as required.

Title: **Committee Room Attendant**

Duties:

- ⇒ Responsible for setting up assigned committee room for hearings which includes: placing name plates in the proper order for members; setting out bill binders, junior legal pads, pens and pencils; and setting up the gavel for the chairperson and tape recorder for the secretary.
- ⇒ Maintains and updates the committee members' bill binders with bills, amendments, analyses and fiscal impact reports.
- ⇒ Assists the secretary with the distribution of handouts and other documents during hearings.

- ⇒ Provides water and/or coffee for the members during the hearing.
- ⇒ Distributes copies of committee schedules to members and the Legislative Finance Committee prior to the scheduled hearing, and posts the committee schedule on the bulletin boards outside of the committee rooms.
- ⇒ May be requested by the committee chairperson or secretary to notify and/or locate members when they are needed to establish quorum or present their bill to the committee.
- ⇒ Preserves order in the committee room during hearings.
- ⇒ Responsible for the storage of members' binders and supplies, gavel, tape recorder, etc. Ensures the committee room is left clean and orderly for the next committee's use.
- ⇒ Performs other duties as required.

Title: **Assistant Page Supervisor**

Duties:

- ⇒ Accepts members' requests to sponsor student pages and follows up with schedules.
- ⇒ Assists with the printing of name tags for honorary and permanent pages.
- ⇒ Arranges a guided tour of the Capitol Building and House Chambers for the pages.
- ⇒ Under the supervision of the page supervisor, instructs pages regarding their duties and conduct.

⇒ Performs other duties as required.

Title: Information Desk Clerk

Duties:

⇒ Greets the public in a polite and professional manner.

⇒ Provides oral and printed information pertaining to all aspects of the legislative process.

⇒ Manages and directs all inquiries both personally and by telephone.

⇒ Answers both the switchboard and the Legislative Council Service telephones when needed.

⇒ Maintains a daily schedule of legislative activities in both hard copy and on the kiosks.

⇒ Fills in as tour guide when necessary.

⇒ Performs other duties as required.

Title: Tour Guide

Duties:

⇒ Under the supervision of the designated supervisor, conducts scheduled tours as directed for organizations, schools and the general public. May be required to coordinate scheduling of tours with members and their secretaries.

⇒ Greets the public in a polite and professional manner and explains the legislative process to visitors.

- ⇒ Assists with the compilation of data on tours.
- ⇒ Performs other duties as required.

Title: Payroll Officer

Duties:

- ⇒ Upon the hiring of session employees, prepares all of the paperwork required by the Department of Finance and Administration (DFA).
- ⇒ Prepares and processes the payroll for over 200 legislative employees; verifies the payment of all overtime with the Chief Clerk.
- ⇒ Ensures that all members of the House of Representatives are paid the correct amount of mileage and per diem for the duration of the session.
- ⇒ Processes all vendor payment vouchers through DFA.
- ⇒ Performs other duties as required.

Title: Research Analyst

Duties:

- ⇒ Provides a written synopsis and analysis of all drafted bills that are referred to the analyst's assigned committee.
- ⇒ Must be able to demonstrate good writing and analytical skills with the ability to read, understand and summarize statutes, including the fiscal impact of the proposed legislation.

- ⇒ Researches statutes and understands how a proposed amendment will impact the statute.
- ⇒ Identifies significant issues raised by a proposed bill and how the bill relates to other legislation being considered in the session.
- ⇒ Works closely with executive agency analysts, proponents and opponents of proposed legislation.
- ⇒ Some expertise in the subject matter of the assigned committee is preferable.
- ⇒ Must be able to work cooperatively with other analysts and effectively under extreme deadline pressure.